

LMS Job Sheet: Assigning a Learning Path

Version 1.1, 9/13/04

Learning Paths (LPs) are predefined groups of courses for students to study. LPs are useful for organizing courses to provide easier tracking of progress. This Job Sheet shows how to assign a LP to individual students. LPs can be assigned by Line Office Coordinator, Office Instructors, Supervisors, and Facility Instructors.

Assumptions:

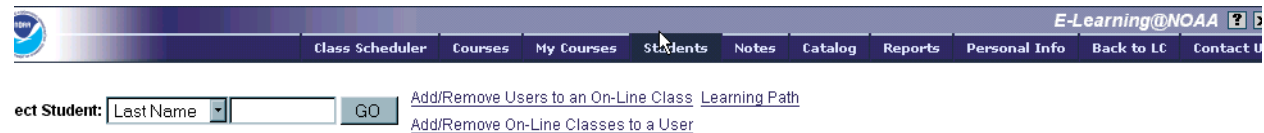
- The user has proper access level.
- The user has logged into the LMS at <http://e-learning.noaa.gov>.

Steps:

1.0. Select the “My Courses” button.



2.0. Select the “Students” button.



3.0. Select the “Learning Path” link.

- After the page refreshes, it will look like the graphic on the right.

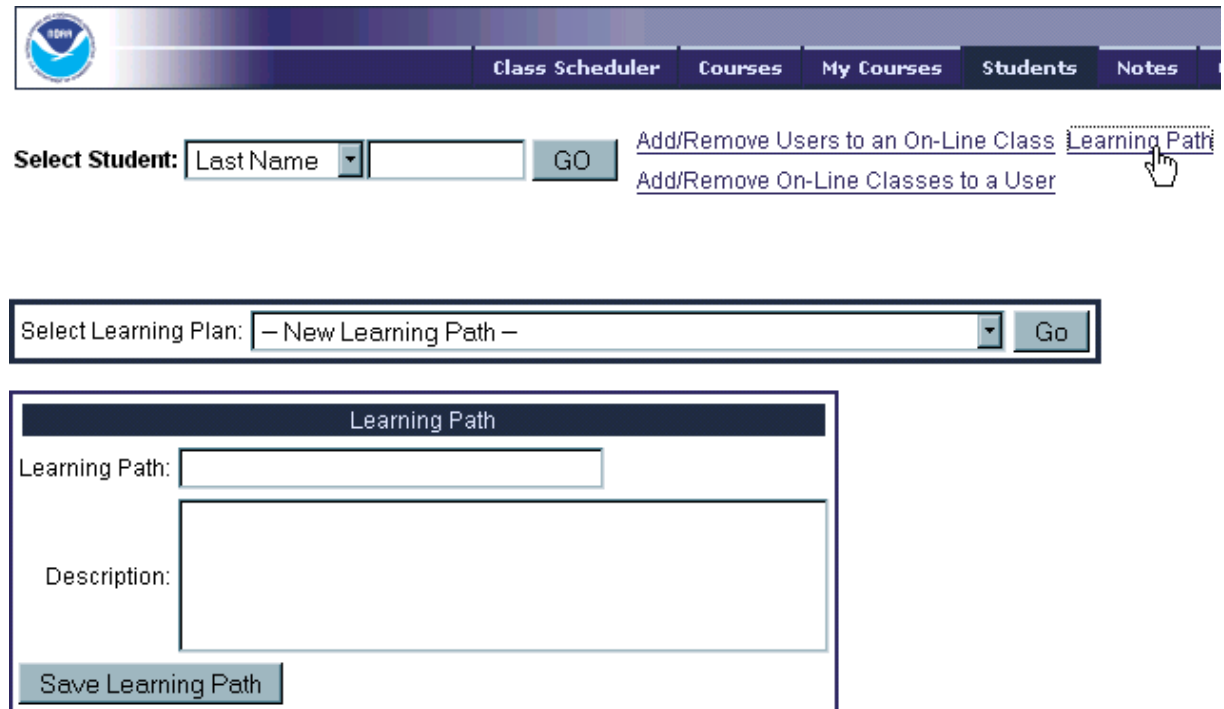
4.0. Click on the “Select Learning Plan” drop down menu.

- You will see many Learning Paths in the list.

5.0. Click on the Learning Path to assign.

- All NWS Learning Paths will start with “NWS”.

6.0. Click “Go”.



The screenshot displays the LMS interface. At the top is a navigation bar with a logo and tabs for 'Class Scheduler', 'Courses', 'My Courses', 'Students', and 'Notes'. Below the navigation bar, there is a 'Select Student:' section with a dropdown menu labeled 'Last Name', an input field, and a 'GO' button. To the right of this section are two links: 'Add/Remove Users to an On-Line Class' and 'Add/Remove On-Line Classes to a User'. A mouse cursor is pointing at a link labeled 'Learning Path'. Below the 'Select Student' section is a 'Select Learning Plan:' section with a dropdown menu showing '- New Learning Path -' and a 'Go' button. At the bottom is a 'Learning Path' form with a 'Learning Path:' label and an input field, a 'Description:' label and a larger text area, and a 'Save Learning Path' button.

7.0. The display will update to show the chosen Learning Path and the list of students you may assign the LP to.

- *This is a Learning Path Template -- It is available to anyone in the system. NWS LP Templates will start with "NWS".*

8.0. Select the students to assign.

- "Ctrl-Click" or "Shift-Click" to select multiple students.
- If a student is already assigned the LP, their name will not appear in the "Students" list.

9.0. Click the "Assign Students to Learning Plan" button.

- **DO NOT DELETE OR EDIT THE LP Template.**

10.0. After clicking, wait for the LMS to respond.

- A red message will be seen below the "Select Learning Plan" drop down menu.

Select Learning Plan: NWS AWOC Core Track (FY05)
Go

Students:

LADUE, JAMES (James.G.Ladue)
LEVIT, NICKI (Nicki.L.Levit)
MAGSIG, MICHAEL (Michael.A.Magsig)
MAHONEY, ED (Ed.Mahoney)
QUOETONE, LIZ (Liz.Quoetone)
SAID, NAZIR (Nazir.A.Said)
SCHLATTER, PAUL (Paul.T.Schlatter)
SOUTHARD, JAMES (James.P.Southard)
WOOD, ANDREW (Andrew.C.Wood)
YU, XUECHAO (Xuechao.Yu)

NWS AWOC Core Track (FY05)

Description:
The Core Track of AWOC provides an overview and introduction to AWOC as well as instruction in topics such as: Situation Awareness, Office practices in a warning environment, data quality,

Overall Due Date:

On-Line Courses

Course Name:	Due Date:
<input checked="" type="checkbox"/> AWOC IC Core 0: Welcome to AWOC	
<input checked="" type="checkbox"/> AWOC IC Core 1: Optimizing Learning	
<input checked="" type="checkbox"/> AWOC IC Core 2: Situation Awareness and Decision Making in a Warning Environment	
<input checked="" type="checkbox"/> AWOC IC Core 3: Expertise and Effective Office Warning Strategies	
<input checked="" type="checkbox"/> AWOC IC Core 4: Data Quality	
<input checked="" type="checkbox"/> AWOC IC Core 5: Societal Impacts and Public Perception	

Instructor Led Courses

Course Name:	Due Date:
<input checked="" type="checkbox"/> AWOC IC Core 3: Expertise and Effective Office Warning Strategies - Lesson 3: Learning from Post-Mor	

User Defined Tasks

No User Defined Tasks Found

Assign Students to Learning Plan
Delete Plan

11.0.Task Complete! You may log out.

- Click on the “X” icon in the upper right hand corner of the window to log out.